

# Empowering Futures

Registered Charity Number (CIC) 1182139

Tel: 07743 57 57 87

Email: [admin@empoweringfutures.co.uk](mailto:admin@empoweringfutures.co.uk)

Website: [www.empoweringfutures.co.uk](http://www.empoweringfutures.co.uk)

Address: Stables, No 2 Bury Hill, Moorend, Winterbourne, Bristol BS16 1SS



## **Empowering Futures** **First Aid Policy** **(Including Processes & Code of Conduct)**

### **Legislation**

**The Health and Safety at Work Act 1974**

**The Health and Safety (First-Aid) Regulations 1981**

### **Definitions**

First aid is defined as:

- Providing help for the purpose of preserving life and minimising the consequences of injury or illness until such time as professional medical support can be obtained; and
- Treating minor injuries which would not otherwise receive any treatment or which do not warrant treatment by a medical professional (Doctor, nurse, paramedic).

### **Policy Statement**

- The Health, Safety and Environment Service has delegated responsibility to ensure that adequate arrangements are put in place to provide sufficient first aid provision. It will do this via a First Aid Needs Assessment.
- Although there is no requirement in law to provide first aid to anyone other than employees, Empowering Futures will make provision for the benefit of its participants and visitors.
- In recognition of this Empowering Futures provides additional resource in high risk areas. We have a comprehensive Risk Assessment for the farm / site

### **First Aid Embedding Processes**

Empowering Futures has an Appointed Person who is responsible for our First Aid arrangements, including:

- a) compiling a First Aid Needs Assessment;
- b) ensuring we have adequately trained personnel on-site and that their training is up-to-date and at an appropriate level;
- c) maintaining and keeping stocked the First Aid equipment and facilities;
- d) displaying a list of First Aid personnel in a prominent place;
- e) calling the Emergency Services when required.

### **During the induction process:**

- i) all staff and volunteers will be shown the location of the First Aid kit; which will be in an appropriate place and clearly signposted;
- ii) the location of the accident forms and the log file is in the top drawer of the Hub Admin filing cabinet.
- iii) The First Aider Role & First Aider Code Of Conduct (Appendix 1 below)

We follow the Social Model of Disability. We offer bespoke opportunities to ensure we remain person centred. Our services are firmly embedded with quality and purpose for each individual we work with. Our approach is holistic. We encourage personal responsibility. We aim to increase independence and to empower individuals. We have a proven track record of significant success.

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# First Aider Code Of Conduct

**Designated First Aider Name:**

**Qualified on:**

**Refresher Due:**

### **The role of the First Aider is to**

1. Preserve Life
2. Prevent situation worsening - assess situation, remove further danger, get help
3. Promote recovery - prioritise treatment, minimise infection, get bystanders to help

**Use Head and NOT Heart**

### **By using the DRABC survey**

1. **Danger - is there further danger for casualty, bystanders keep safe**
2. **Response - assess consciousness**
3. **Airway - is it clear, turn onto back, listen for ten seconds**
4. **Breathing - clear blocked airways, tilt head to clear,**
5. **Circulation - chest compressions 30/ 2 rescue breaths**

If Unconscious - recovery position stops airway from being blocked, or choking

### **Assess Levels of response**

Alert

Voice

Pain

Unresponsive

### **Choking**

Are you ok?

Encourage to cough

Back blows

Abdominal thrusts

**Blood loss** - pressure/bandage/avoid objects embedded by packing out

Arterial- spurts

Venous -may ooze

Capillary - more of a trickle

**Shock** - keep warm, raise legs, loosen clothing

1. Pale clammy skin
2. Dizziness
3. Fast weak pulse
4. Rapid shallow breathing

### **Insect sting**

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1. Scrape off with credit card
2. Elevate injury
3. In mouth - ice cube if possible

## **Nose bleed**

1. Sit down / tilt head forwards

## **Amputation -call 999**

1. Dress with non fluffy dressing
2. Place amputation in bag / keep dry/cold

## **Penetrating injury - call 999**

1. Apply pressure to bleed

## **Eye injury- call 999 or take to hospital**

1. Sterile eye dressing over eye
2. Close good eye
3. Chemicals in eyes - irrigate with clean water

## **Burns**

1. Under water for minimum of ten minutes
2. Remove jewellery / loosen clothing
3. Cling film - not tight
4. Bag

## **Never**

Touch the burn

Burst blisters

Apply ice

Apply creams

Adhesive dressings

Remove anything stuck to burn

## **Broken Bones - call 999**

1. Look for swelling
2. Loss of power
3. Bruising
4. Lumps /depressions
5. Sound of bones grating
6. Tenderness
7. Keep warm
8. Immobilise injury
9. Suspected spinal injury - do not move, hold head still, reassure
10. If unconscious - hold head still

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## **Diabetes**

1. Low sugar signs -strange behaviour, can be mistaken for drunkenness, pale, cold clammy, shallow rapid breathing, fast pulse, may have insulin pen, administer sugary drink
2. If unconscious - place in recovery position, keep airways clear
3. Call 999

## **Heart attack - call 999**

Pressure in chest / severe sweating / shortness of breath

May spread to arms / neck / jaw - dizziness

Pale, cold clammy skin, sometimes blue/grey lips

Sit them down

If angina sufferer - administer angina medication

Reassure

Give aspirin if over 16 yrs

## **Stroke**

FAST test

Facial weakness

Arm weakness

Speech problems

## **Time to call 999**

Other signs - loss of balance/coordination/severe headache/confusion

Unconscious casualty - Lay down - recovery position

Conscious - lay down with head and shoulders raised

## **Asthma**

Wheezy breath

Difficulty breathing / speaking

May become unconscious

1. Help casualty sit upright
2. Use inhaler
3. Reassure
4. Keep indoors
5. Keep upright
6. Call 999 - if unconscious or cannot get breathing controlled

## **Anaphylaxis**

**Signs** - blotchy skin

Rapid onset of breathing/circulation/airway problems

Call 999

Lay down

If auto injector of insulin on them, should be able to self administer, if not, assist

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**Designated First Aider Name:** Kelly Rogers

**Qualified on:**

**Refresher Due:**

**Date of Policy Creation:** 1st February 2019

**Last Reviewed:** 19/04/2023

**Next Review Due:** 19/04/2024

**Signed off by:** Maria Needs

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